

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 AUG 13 PM 12:00

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft

Travel date(s): 8/1-8/3/2018

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	566.63 flight 139.20 shuttle	229 hotel	not exceed \$74	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Visited Global HQ and walked around to understand policy implications

8/6/18
(Date)

Stephen Sandora
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/6/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC JUN20'18PM 4:33

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Stephen Sandora

Employing Office/Committee: Senator Shelley Moore Capito

Private Sponsor(s) (list all): Microsoft

Travel date(s): 8/1/18-8/3/18

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Redmond, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the staffer who handles the Senators Consumer Protection and Data Security Subcommittee on the Commerce Committee, understanding the technology and technical structure of Microsoft is an important component of the position. With so many products emerging from Microsoft, I will learn a great deal about the company and the software and products it sells to consumers. Developing a relationship and understanding of the company will enhance my knowledge.

Name of accompanying family member (if any): NIA

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6/20/18
(Date)


(Signature of Employee)

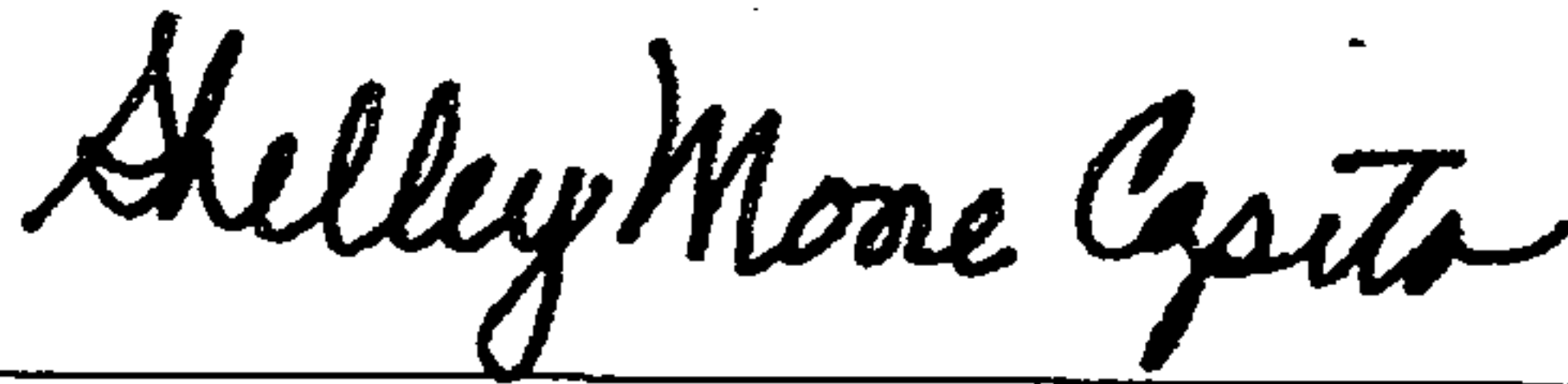
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Shelley Moore Capito hereby authorize Stephen Sandora
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/20/18
(Date)


(Signature of Supervising Senator/Officer)



Microsoft 2018 Congressional Staff Visit Agenda

Wednesday August 1, 2018

Start	End	Event Location
6:40 pm	9:25 pm	Travel from Washington D.C. to Seattle <i>Alaska Flight AS0003 Departing at 6:40pm and Arriving at 9:25 pm</i>
10:00 pm	10:30 pm	Arrival at Hyatt Regency Bellevue

Thursday August 2, 2018

7:45 am	8:00 am	Meet in Hotel Lobby	
8:00 am	8:45 am	Travel from Hotel to Microsoft Campus <i>Executive Briefing Center</i>	
8:45 am	10:00 am	Introductions / Welcome to Microsoft Presentation	
10:00 am	11:00 am	TV white spaces and Microsoft Airband Initiative Discussion <i>Discussion of Microsoft's work to use TV White Space to empower rural communities with Broadband. link</i>	Vickie Robinson, Director Microsoft Airband Initiative
11:00 am	12:00 am	Envisioning Center Tour <i>A walking tour of future technology innovations that Microsoft is exploring in the home and office. link</i>	
12:00 pm	12:15 pm	Walk to Commons <i>15255 NE 40th St Redmond, WA 98052</i>	
12:20 pm	1:20 pm	Lunch in the Commons	
1:20 pm	1:30 pm	Walk to Building 92	
1:30 pm	2:30 pm	Hololens Demo <i>Building 92 A demonstration of the industrial applications of Microsoft Augmented Reality Device "Hololens"</i>	
2:30 pm	2:40 pm	Travel to Treehouses	
2:45 pm	3:45 pm	Conversation for AI for Earth <i>A conversation on Microsoft's efforts to impact the earth and environment through intelligent learning. link</i>	Lucas Joppa, Chief Environmental Scientist



3:45 pm	4:00 pm	Travel to Red West C
4:00 pm	5:00 pm	Tour of the Digital Crimes Unit <i>A presentation of Microsoft's capabilities and tools in data security.</i>
5:00 pm	6:00 pm	Travel to Seattle for Dinner
6:30 pm	8:30 pm	Dinner and Closing Conversation
8:30 pm		Return to Hyatt Regency Bellevue

Friday August 3, 2018

5:30 am		Meet in Hotel Lobby and Check-out
5:45 am	6:15 am	Travel from Hyatt Regency Bellevue to SeaTac Airport
8:10 am	4:05 pm	Travel from Seattle to Washington D.C. <i>Alaska Flight AS0004 Departing at 8:10 am & Arriving at 4:05 pm</i>

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From: Microsoft Congressional Staff Visit <msstaffvisit2018@microsoft.crgevents.com>

Date: May 29, 2018 at 2:11:32 PM EDT

To: "Stephen (capito) Sandora" <stephen_sandora@capito.senate.gov>

Subject: Official Invite - Please Respond - Microsoft August Visit

Greetings,

Microsoft is thrilled to invite you to visit our headquarters in Redmond, Washington on August 2nd, 2018. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications for innovation.

Attached you will find a full agenda, invite list, and ethics forms to be submitted for approval. **To formally register, immediately respond to this Official Invitation and submit the attached forms to Ethics for approval.**

We will only be able to accept a limited number of staff members and will let you know within two weeks of your RSVP to this mail if your attendance has been confirmed. At that time we will send a registration link to upload your travel and biography information.

Please note that once you have received your approval from Ethics, you will need to return a copy of your approval to this inbox. We understand that this likely won't be finalized until mid-July. Microsoft will be providing a group flight on August 1st and 3rd, a two-night hotel stay, and meals on August 2nd.

We hope you will consider joining us in the Pacific Northwest! Do not hesitate to reach out to msStaffVisit2018@microsoft.crgevents.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

Please RSVP to this official invite by June 20th with your availability.

Thank you,
Kelly Eaton

Director, Microsoft

Eric
Microsoft Congressional Staff Visit Planning Team

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
3. Dates of travel: August 1st - August 3rd, 2018
4. Place of travel: Washington DC to Redmond, WA
5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
6. I certify that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR-
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND-
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND-
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment *(see question 9)*.

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft hosted a trip the last four years and previously hosted trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Flight at \$566.63 per person for round trip, economy fare	\$229+tax/night at Hyatt Regency Bellevue	1 day of meals on 8/2, not to exceed \$74 (\$7.50 for breakfast, \$8 for lunch, \$58.50 for dinner)	n/a
<input type="checkbox"/> Actual Amounts	\$139.20 for local shuttle transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Bellevue, 900 Bellevue Way NE, Bellevue, WA 98004

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging is \$244 for August.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses and lodging expenses will meet the per diem for August for

official Federal Government travel. Estimated food costs are \$74.00 per day and lodging costs are estimated to be \$244 per day.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round-trip air travel is being provided, economy only. Ground transportation is being provided to and from Microsoft campus, dinner, and return.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Kelly Eaton, Director

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 202-831-8468

Fax Number:

E-mail Address: Kelly.Eaton@microsoft.com

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August 2018 Microsoft Congressional Staff Visit Official Invite List.

Count	Last Name	First Name	House	Office	Party	Title
1	Armijo	Natalie	House	Lujan Grisham	Democrat	Chief of Staff
2	Daniel	Tanner	House	David Scott	Democrat	Legislative Assistant
3	Drane	LaDavia	House	Clarke	Democrat	Chief of Staff
4	Ferro	Jon	House	Collins	Republican	Counsel
5	Johnson	Wilsar	House	Judiciary Committee	Democrat	Digital Director
6	Locke	Halimah	House	Small Business	Democrat	Staff
7	Petersen	Scott	House	Costa	Democrat	Deputy Chief of Staff
8	Renteria	Alejandro	House	Correa	Democrat	Legislative Director
9	Stanberry	Charlyn	House	Yvette Clarke	Democrat	Legislative Director
10	LaSalle	Kenny	House	Cardenas	Democrat	Staff Assistant
11	Matt	Svetlana	House	Yvette Clarke	Democrat	Legislative Assistant
12	Evans	Rodney	Senate	Lee	Republican	LC
13	Jenkins	Mary Margaret	Senate	Sen. Roger Wicker	Republican	Legislative Correspondent
14	Sandora	Stephen	Senate	Sen. Capito	Republican	Legislative Assistant
15	Kim	Sunmin	Senate	Schatz	Democrat	Technology Policy Advisor
16	Parikh	Riki	Senate	Bennet	Democrat	Counsel
17	Hart	Clements	Senate	Murray	Democrat	Legislative Aide